

# RECORDS RETENTION AND DISPOSITION SCHEDULE

Department of Library, Archives and Public  
Records

## RECORDS MANAGEMENT DIVISION

1919 West Jefferson Street

Phoenix, Arizona 85009

Phone: 602-542-3741 – Fax: 602-542-3890

E-mail: rmd@lib.az.us

PROVIDING  
Preserving ACCESS  
Arizona

State Agency Password <b>AWM-GRANT</b>	Political Subdivision	Agency Name Arizona State Parks	
Org. Unit/Division Partnerships Division	Office Grants Section	Phone 542-7127	
Address 1300 W. Washington 2 <sup>nd</sup> Floor	City Phoenix	AZ	Zip 85007
Submitted By (Name) Andrea Madonna	Title Chief of Grants	Signature X <i>On File</i>	

*Pursuant to A.R.S. §41-1351, the following records retention periods are finite and absolute. They are NOT minimum retention periods or guidelines. Records may be kept beyond their designated retention periods only where required by law or regulation, or if they are involved in current or pending litigation.*

No	RECORD SERIES	R.S.	RETENTION (YR.)	REMARKS
			Office R.C. Total	
1.	Grant Files Includes:  a. Land and Water Conservation Fund b. Local Regional & State Parks Heritage Fund c. State Lake Improvement Fund d. Historic Preservation Heritage Fund/ Federal e. Trails Heritage Fund f. Off Highway Vehicle Recreation Fund/ Recreational Trails Program g. Law Enforcement Boating Safety Fund h. Growing Smarter i. Environmental Education j. National Recreational Trails Fund Act k. all others	740625	- 25 25	After final expenditure and audit. Return to State Parks for review before destruction.*

\*Special charge code #104 applies.

Approved by:

*Stacy L. Wells*  
Director, Department of Library, Archives and Public Records  
RMC-2 R6 94

Approval Date:

7/24/01